

**BLM Montana/Dakotas State Office
Office of Communications, MT-912
Duties and Areas of Support**

Ann Boucher – Printing Specialist

GPO Printing
Printing/Publications & Product/Sign Review
Graphic Design/Layout
Photo Management/Photo Database SO Lead
Quarterly Steward
Intranet Feature Stories
Section 508 Compliance
OneInterior Coordinator
Briefing Book
Annual Report
State Volunteer Coordinator
Youth
Environmental Education
Monitor OC Main Telephone
Congressional & Controlled Correspondence
Distribute News Releases
Web Maintenance Back-up
Award Certificates
Purchasing

Kristen Lenhardt – Public Affairs Specialist

Billings FO IDT
Billings FO/Pompeys RMP Lead
HiLine RMP SO Lead
Federal Register
Social Media, including videos
Web Maintenance Back-up
Renewable Energy
Wild Horse & Burro
Eco-Regional Assessments
Soil, Air & Water
Riparian
Botany
NLCS/Wilderness
Recreation
America's Great Outdoors
Lands/Realty
Law Enforcement
Billings Area Restriction Group Media Coordinator
Back-up Fire Information
Weekly Report
News Clips
Monitor MT-912 Official Mailbox
Maintain MT-912 Address/E-mail Lists
PAO Monthly Meeting Coordination
Expos/Exhibits
MSO/BiFO New Employee Orientation Team
Central Montana District PAO Back-up

Mary Apple – Public Affairs Specialist

State RAC Coordinator
Oil & Gas
Coal
NEPA
Planning
Transmission
External Webmaster/Superuser
Miles City RMP SO Lead
South Dakota RMP SO Lead
Fuels & Fire Information
Wildlife, incl. Sage-grouse & T&E
Cultural Resources/Paleo
Grazing/Range
Access
ARRA
Eastern Montana/Dakotas District PAO Back-up

Mel Lloyd – Supervisory Public Affairs Specialist

Congressional, State, and Tribal Relations
Convention & Visitors Bureaus
COOP/Crisis Management Team
Custodial Property Officer
Budget Lead
Western Montana District PAO Back-up
HiLine District PAO Back-up
All Communication Duties Back-up

All OC Staff

Billings FO/Pompeys Pillar NM
News Releases
Correspondence, Speeches, Presentations
Early Alerts, Communication Plans
Opinion Editorials
Newsletter Articles
Event Planning/VIP Visits
Media/PR Training
Media Relations
Internal Communications
Publication Product Review
Budget